

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY MUSEUM
DIRECTOR: ROBERT MCKERNAN

	2003-04				
	Appropriation	Revenue	Local Cost	Rev Over (Under) Appr	Staffing
County Museum	3,711,941	2,099,089	1,612,852		52.5
UltraScreen Theatre	-	-		-	-
Museum Store	147,448	148,400		952	2.1
TOTAL	3,859,389	2,247,489	1,612,852	952	54.6

BUDGET UNIT: COUNTY MUSEUM (AAA CCM)

I. GENERAL PROGRAM STATEMENT

The Museum provides cultural and educational programs and activities at the main facility in Redlands and seven regional sites: Agua Mansa Cemetery in Colton, Casa de Rancho Cucamonga (Rains House), Daggett Stone Hotel, Asistencia Mission in Redlands, Mousley Museum of Natural History in Yucaipa, Yorba-Slaughter Adobe in Chino, and Yucaipa Adobe. These activities involve preservation of collections, display of permanent and special exhibitions, and care for historical sites depicting the history and culture of San Bernardino County. Museum programs promote learning and awareness through community outreach, partnerships with educational institutions, and research that enhances both the collections and educational services. Permanent and loaned collections are preserved for the benefit of the public and for the scientific community. The Museum has several divisions including Education, Exhibitions, Anthropology, History/Archives, Biological Science, and Geological Sciences. The Biological Science division performs short and long-term field studies involving the flora and fauna in the southwestern United States. The Geological Sciences division conducts research including geologic mapping and paleontologic assessments for excavation and mitigation of fossil specimens. The revenue received for research by these two divisions subsidizes a portion of Museum activities.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	5,227,425	4,540,213	4,081,604	3,711,941
Total Revenue	2,319,560	3,145,487	2,602,985	2,099,089
Local Cost	2,907,865	1,394,726	1,478,619	1,612,852
Budgeted Staffing		77.7		52.5
<u>Workload Indicators</u>				
Total Attendance	108,909	78,900	84,945	70,000
Collected Lots, Objects, & Specimens	1,200,000	1,200,000	1,204,000	1,210,000
Research Revenue	1,836,246	2,694,200	2,041,374	1,648,500

The estimated 2002-03 revenue shortfall of \$542,502 is partly attributed to a \$234,657 budgeted Bureau of Reclamation contract for Southwestern Willow Flycatcher field studies that was not awarded to the County. In addition, other budgeted revenue not realized included anticipated projects for The Wildlands Conservancy of \$200,000 and the Santa Ana Water Authority of \$215,000. These reductions are partially offset by unanticipated research revenue from a project for Nevada Power. As a result of research work being less than expected, the Department was able to achieve a savings in salaries & benefits, services & supplies, and other expenditures totaling approximately \$459,000.

The workload indicators reflect a projected decrease in Museum attendance from 2001-02 based on impacts from the declining economic conditions and reductions in the number of outside exhibits presented at the County Museum.

COUNTY MUSEUM

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is the defunding of 0.5 Security Officer as part of the 4% Spend Down Plan. In addition, staffing is reduced by 24.7 budgeted positions. This decrease is the result of a revenue shortfall associated with fewer research projects anticipated in 2003-04. The staffing reductions include 16.0 unclassified research positions, 5.2 education positions, 1.0 associate curator, 1.0 secretary, and 1.5 historic site managers. These staffing deletions involve the layoff of one regular status position and five non-regular status positions (unclassified positions, contract employees, and/or probationary employees). The remaining 18.7 positions to be deleted are already vacant.

PROGRAM CHANGES

The 2003-04 budget is based on a reduction in revenue previously generated through the Bureau of Reclamation's Southwestern Willow Flycatcher and Metropolitan Water District research projects. This loss of revenue has required the Department to decrease its staff by 24.7 positions, as described above.

The Museum's budget reflects a reorganization within the Education Division that will emphasize school programs, exploration station, gallery interpretation, exhibit development, and the volunteer program. Public programming and outreach will be available on a limited schedule.

Traveling exhibits presented at the County Museum in the past will be discontinued in the future, as staff shifts the focus from leased exhibits to development of special exhibits using Museum collections. Currently there is an exhibit reserved for the summer of 2003, but after that time there would be no other leased traveling exhibits. Staff would develop special exhibits in house utilizing the museum's collections.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

Staff proposes a \$2.00 increase in admission rates to offset increased salary and operating expenses. Admission fees were established beginning July 2, 1993 to boost operating revenue for the County Museum. On July 1, 1997 the Board approved a \$1.00 increase in general admission fees, with no adverse affect on attendance. Due to increased costs of doing business, and based on recent market research that supports proposed fee levels, staff now recommends a \$2.00 across-the-board increase in admission rates. To avoid further staffing reductions, the Department has prepared a budget that reflects extensive reductions in services and supplies. If the Board approves this fee increase, additional revenues estimated at \$122,500 would be generated annually to restore a portion of these budget cuts. Specifically, the department would use this additional revenue to reinstate critical reductions in marketing of \$80,000, facilities and grounds maintenance of \$32,500, and custodial services of \$10,000.

The department also proposes to increase its Paleontologic record research fee by \$50/hour (from \$100/hour to \$150/hour). The revised fee amount would be consistent with market rates and is necessary to offset the Museum's increased costs of providing this service. Additional revenue to be generated annually from this increase would be \$10,000. This revenue would be used to restore budget cuts in maintenance of buildings and grounds.

Lastly, staff proposes to add language to establish a fee for custom photographic prints in order to provide this service to archive patrons. Currently, there is no provision in the fee ordinance to accommodate requests for custom and oversized prints as desired. The fee amount would be based on the market price charged by vendors providing the service. This fee would not generate any revenue for the Museum since the public will be charged only market prices with no additional overhead.

GROUP: Economic Development/Public Services
 DEPARTMENT: County Museum
 FUND: General AAA CCM

FUNCTION: Cultural Services
 ACTIVITY: Museums

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	2,908,979	3,240,578	262,463	-	3,503,041
Services and Supplies	1,096,223	1,257,722	(39,183)	-	1,218,539
Central Computer	36,194	34,577	(5,154)	-	29,423
Equipment	16,064	9,800	-	-	9,800
Transfers	24,716	22,536	-	-	22,536
Total Exp Authority	4,082,176	4,565,213	218,126	-	4,783,339
Reimbursements	(572)	(25,000)	-	-	(25,000)
Total Appropriation	4,081,604	4,540,213	218,126	-	4,758,339
<u>Revenue</u>					
Use of Money & Prop	44,733	41,200	-	-	41,200
Current Services	2,360,971	2,876,875	-	-	2,876,875
State, Fed or Gov't Aid	5,025	4,000	-	-	4,000
Other Revenue	192,256	223,412	-	-	223,412
Total Revenue	2,602,985	3,145,487	-	-	3,145,487
Operating Transfer In	-	-	-	-	-
Total Financing Sources	2,602,985	3,145,487	-	-	3,145,487
Local Cost	1,478,619	1,394,726	218,126	-	1,612,852
Budgeted Staffing		77.7	(0.5)	-	77.2

GROUP: Economic Development/Public Services
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ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	3,503,041	(795,811)	2,707,230	-	2,707,230	-	2,707,230
Services and Supplies	1,218,539	(264,257)	954,282	-	954,282	-	954,282
Central Computer	29,423	-	29,423	-	29,423	-	29,423
Equipment	9,800	-	9,800	-	9,800	-	9,800
Transfers	22,536	13,670	36,206	-	36,206	-	36,206
Total Exp Authority	4,783,339	(1,046,398)	3,736,941	-	3,736,941	-	3,736,941
Reimbursements	<u>(25,000)</u>	<u>-</u>	<u>(25,000)</u>	<u>-</u>	<u>(25,000)</u>	<u>-</u>	<u>(25,000)</u>
Total Appropriation	4,758,339	(1,046,398)	3,711,941	-	3,711,941	-	3,711,941
<u>Revenue</u>							
Use of Money & Prop	41,200	15,350	56,550	-	56,550	-	56,550
Current Services	2,876,875	(999,175)	1,877,700	-	1,877,700	-	1,877,700
State, Fed or Gov't Aid	4,000	-	4,000	-	4,000	-	4,000
Other Revenue	<u>223,412</u>	<u>(77,573)</u>	<u>145,839</u>	<u>-</u>	<u>145,839</u>	<u>-</u>	<u>145,839</u>
Total Revenue	3,145,487	(1,061,398)	2,084,089	-	2,084,089	-	2,084,089
Operating Transfer In	<u>-</u>	<u>15,000</u>	<u>15,000</u>	<u>-</u>	<u>15,000</u>	<u>-</u>	<u>15,000</u>
Total Financing Sources	3,145,487	(1,046,398)	2,099,089	-	2,099,089	-	2,099,089
Local Cost	1,612,852	-	1,612,852	-	1,612,852	-	1,612,852
Budgeted Staffing	77.2	(24.7)	52.5		52.5		52.5

COUNTY MUSEUM

Base Year Adjustments

Salaries and Benefits	92,075	MOU.
	149,992	Retirement.
	28,214	Risk Management Worker's Comp.
	(7,818)	Defund vacant 0.5 Security Officer as part of the 4% Spend Down Plan.
	<u>262,463</u>	
Services and Supplies	11,121	Risk Management Liabilities.
	(2,333)	Incremental change in EHAP.
	(47,971)	Various services and supplies have been decreased as part of the 4% Spend Down Plan.
	<u>(39,183)</u>	
Central Computer	<u>(5,154)</u>	
Total Appropriation	<u>218,126</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>218,126</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	<u>(795,811)</u>	Savings related to the reduction of 24.7 budgeted positions due to a decrease in research revenue.
Services and Supplies	(68,585)	Decrease in expenses related to reduction in research projects. Includes operating expenses, motor pool charges, rent expense, hotel stays, utilities, communication charges, and travel.
	(122,500)	Decreases in marketing, maintenance and custodial services resulting from less research revenue anticipated in 2003-04.
	(22,600)	Decrease in inventorable equipment resulting from less research revenue anticipated in 2003-04.
	(56,000)	Decrease in operating expenses formerly allocated for Getty Grant.
	(18,460)	Decrease in operating expenses for education division, related to reorganization.
	(15,100)	Reduction in purchase of computer equipment.
	(13,089)	GASB 34 Accounting Change (EHAP).
	17,150	Increase in postage expenditures.
	10,177	Planned expenditures for AmeriCorps members through the City of Redlands.
	<u>24,750</u>	Refurbishment for permanent exhibit galleries.
	<u>(264,257)</u>	
Transfers	<u>13,670</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>(1,046,398)</u>	
Revenue		
Use of Money & Prop	<u>15,350</u>	Increase in use of money and property due to facility rentals and Death Valley exhibit.
	(1,008,343)	Decrease in revenue for research projects.
	(9,670)	Decrease in admissions revenue projected.
	<u>18,838</u>	Increase in revenue related to education programs.
	<u>(999,175)</u>	
Current Services	33,500	Increase in cultural resource management services and research.
	(75,000)	Getty Grant forecast reduction.
	(22,750)	SCAQMD project completed.
	(15,000)	Contribution from Museum Store reclassified to other financing sources.
	<u>1,677</u>	Net increase in various other revenue accounts.
Other Revenue	<u>(77,573)</u>	
Other Financing Sources	<u>15,000</u>	Contribution from Museum Store now classified in this category.
Total Revenue	<u>(1,046,398)</u>	
Local Cost	<u>-</u>	